

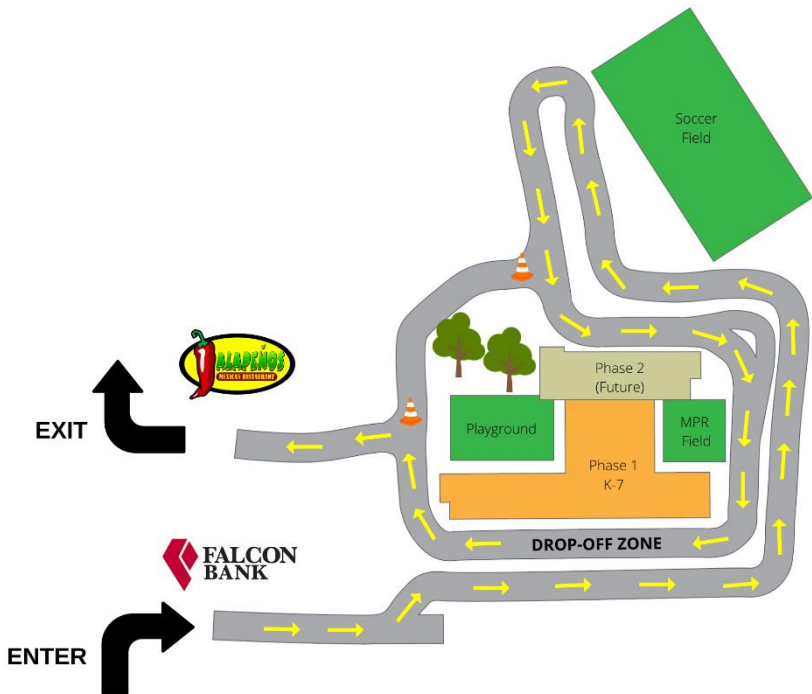
GreatHearts®

Invictus

Car Line Guidelines

2023-2024

This document outlines our school's comprehensive guidelines and procedures for safe and efficient drop-off and pick-up of students. Your cooperation ensures a smooth and secure experience for everyone involved.



Morning Drop-Off

Staff-assisted drop-off will run from 7:15-7:50 AM. The gates will open at 7:00 AM for queuing. Please enter the car line at the entrance near Falcon Bank then loop around the parking lot, following staff instructions. Cars should remain in one single lane until entering through the campus gates.

When you enter the drop-off area, please make sure you fill all gaps in the drop-off zone. Pull all the way up to the car in front of you. Please wait till all the cars have stopped and our staff are near your car before letting your student out. After your student exits the car, signal a thumbs-up or thumbs-down to indicate to the traffic captain whether or not you are ready to exit. Some parents have found putting their thumb out the window to be helpful.

- Thumbs-down: If you still have students in the vehicle, you will indicate this with a thumbs-down.
- Thumbs-Up: If your students exited your vehicle and they are walking into the school, you will give the captain a thumbs-up.

Late Arrivals/Tardies

At 7:48 AM, Lane B will close to allow some of our faculty and staff to return to their classrooms by 7:50 AM. If you arrive after 7:48 AM, please utilize Lane A.

Students not in their classrooms for attendance at 7:50 AM will be considered tardy.

Students arriving after 8:05 AM will need to go through our main entrance (turning into the school by the Jalapenos Restaurant).

If a family arrives after staff and faculty have completed the car line, they will need to park and walk their students in to check them in at the front desk.

Afternoon Pick-Up

The campus car line entrance will remain inaccessible every day until 10 minutes before dismissal (3:15 pm on full days & 1:25 pm on early release days). Please do not show up at our campus until this time. Cars that attempt to enter before this time will be redirected by SAPD. At 3:15 pm (or 1:25 pm on early release days), the gates will open, allowing vehicles to form a queue for pick-up.

Each student will be issued a car placard with a number that is connected to each family unit. Please display your placard hanging on your rearview mirror as you go through the car line. This placard must be visible throughout the pick-up process. We use an application that will allow us

to record your arrival in the parking lot through your placard number and notify your child's teacher to release them from the classroom.

When you enter the Pick-Up zone, please pay close attention to all staff instructions and be sure to fill all gaps in the zone. You should always pull up close to the car in front of you. This ensures we get as many students into their cars as possible. Following this procedure will speed up our pick-up process.

Similar to the drop-off procedure, please communicate using thumbs-up or thumbs-down to indicate if your student(s) is in your car.

- Thumbs-down: If you do not have your student in the car, please indicate a thumbs-down.
- Thumbs-Up: If your student is in your car and you are ready to exit, please give a thumbs-up.

Missed Car line

If you do not have your student in the car (indicated by a thumbs-down) but other cars in your lane are ready to exit, we might guide all cars in the lane to exit and ask you to pull into a missed car line spot.

When you pull into the missed car line spots, one of our staff will look at your placard and notify other staff that your student needs to be sent that way. As you wait, please remain in your vehicle. Your student will arrive shortly.

Please see the map below for directions.





Late Pick-Up Policy

All cars must be in line to pick up their students by 4:10 PM (2:10 PM on early release days) unless their students are enrolled in an after-school activity. If you are not in line by 4:10 pm, your student will be sent to Athenaeum and a charge of \$1 per minute will be incurred.

Safety During-Off and Pick-Up

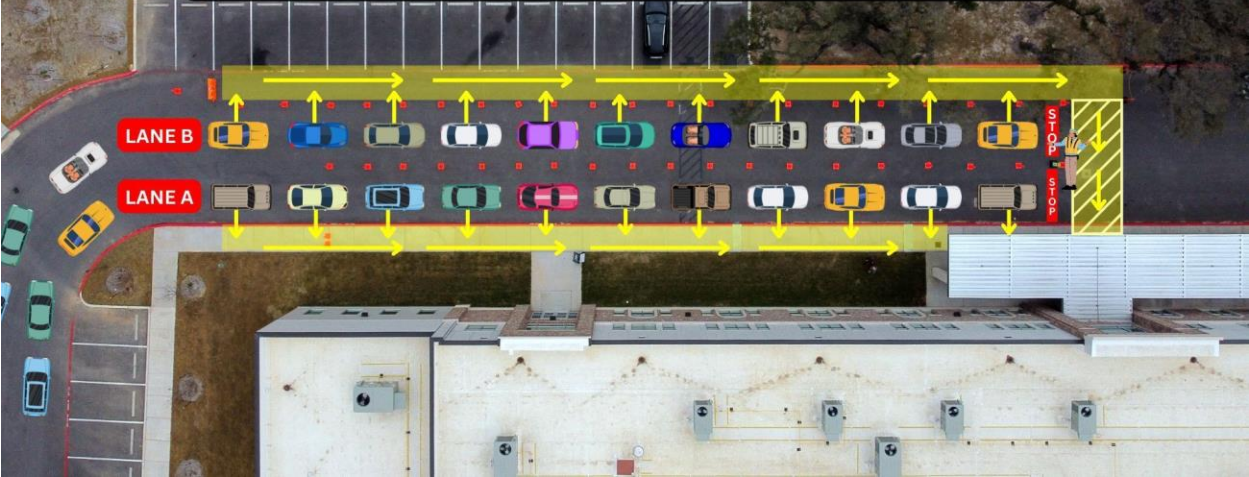
The safety of our students and staff always remains our number one priority. For safety reasons, please always remain inside your vehicle. A faculty member will assist your child in exiting or entering the vehicle. Please also refrain from using electronic devices within the drop-off and pick-up areas. Lastly, we would like to emphasize the importance of your child exiting on the outside part of the lanes.

Lane A – If you are parked in the right lane, your student must enter and exit the vehicle through the passenger side of the car.

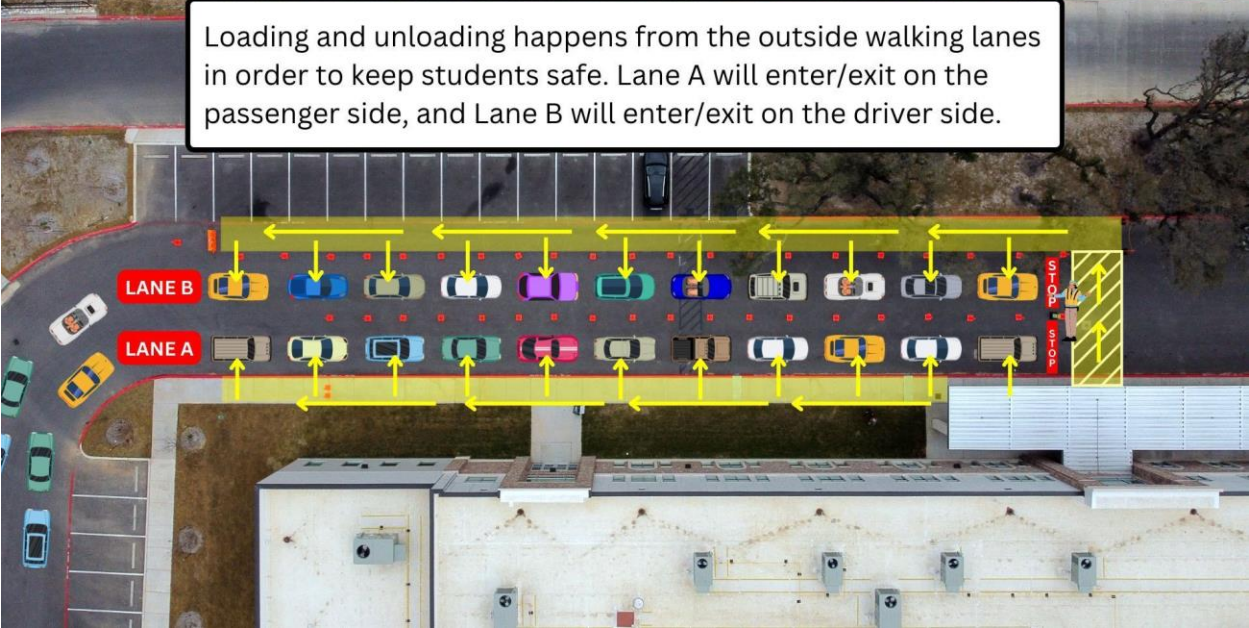
Lane B – If you are parked in the left lane, your student must enter and exit the vehicle through the driver's side.

This is essential to keep the students safe.

Loading and unloading happens from the outside walking lanes in order to keep students safe. Lane A will enter/exit on the passenger side, and Lane B will enter/exit on the driver side.



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Off-Campus Parking

Parking in or near the Dominion Bandera Commercial Center (Nearby businesses) is strictly prohibited. Please be aware that any vehicles found parked at nearby businesses will be subject to citations or towing at the owner's expense.

Early Pick-Up

If you need to pick up your child before the end of the school day, you must do so before 2:45 PM. (12:45 PM on early release Friday). If picking up your student early, you will need to go through our main entrance (turning into the school by the Jalapenos Restaurant).

Please keep in mind that the end of the school day is a critical time for our scholars. They will be packing up, receiving announcements, and conducting agenda checks, along with finishing the day's curriculum. When parents attempt to pick up during this time at the end of the day, it becomes a severe disruption to the classroom. Please plan accordingly.

Walk-Ups

We do not allow any parent walk-ups to check students out after 2:45 PM.